

# ENVIRONMENTAL HEALTH SPECIALIST REGISTRATION COMMITTEE

## MEETING MINUTES

Klamath Room  
1616 Capitol Ave. 2<sup>nd</sup> Floor  
Sacramento, CA

Wednesday, November 19, 2003

### Members Present:

Susan Empey, REHS, Chairperson  
Donna Heran, REHS, Secretary  
Alicia Enriquez, REHS  
Tom Hatfield Hatfield, Dr. PH., REHS  
Donna Gurule, REHS  
Shelia Reed

### Members Absent:

Jill Pahl, REHS  
Arturo Aguirre, REHS

### Environmental Health Specialist Registration Program Staff Present:

Glenn Takeoka, REHS, Chief Environmental Health Services Section  
Margaret Blood, REHS, EHS Registration Program Administrator

### **OPENING REMARKS** Susan Empey, Chair

At 10:00 am Susan Empey asked the committee members to come to order. Glenn Takeoka announced that Arturo Aguirre, was unable to attend this meeting. The position representing California Conference of Local Health Officers is still vacant as well as the public member appointed by the Senate Rules Committee. Susan Empey asked the members to review the minutes from the April 1, 2003 meeting. After reading the minutes **Tom Hatfield moved and Donna Gurule seconded approval of the minutes. Shelia Reed requested that the correct spelling of Donna Heran's name be verified throughout the document. The motion passed unanimously.**

Susan Empey inquired on the status of the CEHA member term. Margaret Blood stated that REHS program is waiting for a letter from CEHA nominating Dianne Martinez to represent them.

**PROGRAM UPDATE**, Glenn Takeoka, Executive Officer

**New Administration**

With the inauguration of Arnold Schwarzenegger as governor a number of key appointments will change. Kimberly Belshe replaces Grantland Johnson as Director of Health and Human Services. She had been the Director of Health Services during the Wilson administration. Gov. Schwarzenegger's first executive order was to eliminate the car tax that puts a burden on local government the Governor will try to balance the tax repeal with a bond and a constitutional limit on expenditures. His second order was to prohibit any new regulation development and to direct his staff to review all regulations that went into effecting the previous administration.

**State Budget**

This year we had a 16% reduction across the board and next year will be worse, an additional 20% for 2004/2005. On the positive side the REHS program is required by statute and has a strong constituent base. Travel has been reduced 50% and only essential travel is approved. Surplus notices have been sent to all DHS employees with less than 30 months employment with the state. It may be increased to affect all those with less than 5 years in the coming scenarios.

**Strategic Plan**

The draft strategic plan has been in circulation since March 2003 and was presented to northern and southern audiences at various CEHA events. Few comments have been received and the plan has been forwarded to the DHS upper management.

**Subcommittee Reports**

**Registration Process Subcommittee, Donna Heran**

Donna Heran reported that the Registration Subcommittee had finalized a Training Plan Checklist that may be used by individual counties to assess their training plans for compliance with the statute. A letter was also developed by the committee to send to all the Environmental Health Directors and Training Coordinators along with a copy of the checklist, announcing our intent to begin reviewing each individual county's training plan. The Subcommittee also reviewed and approved the Training Plan for the State and is waiting for further documentation on the plan for SDSU. Subcommittee asked that program staff e-mail a message to Jon Morgan, CCDEH president. notifying him that the letters to the Directors would be going out soon.

**Education and Professional Standards Subcommittee, Sue Empey**

Sue Empey reported that the Ed Sub met at CSU, Northridge originally to develop questions for the site review. With the help of Doug Turner, the Sub decided on the team members and site visit strategy. Tom Hatfield and Donna Gurule and Margaret

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Blood made up the site visit team and reported briefly on the visit. We are still waiting to complete our review of information recently received from the school.

**University Degree Programs**      Margaret Blood, Program Administrator

Review syllabus for Decision Science 71: Quantitative Analysis I, CSU, Fresno for equivalency to the math requirement: College Algebra or Calculus.

**Decision Science 71:**

Sandra Donohue, PhD, REHS, and program coordinator for California State University, Fresno has asked the committee to consider if Decision Science (DS) 71 Quantitative Analysis, meets the statutory requirement for math. The statute lists “calculus or college algebra”; the footnote states “college algebra (third-year algebra) is a course for which intermediate algebra or trigonometry shall normally be prerequisites”. The syllabus for DS 71 lists areas of math commonly found in calculus courses and requires intermediate algebra as a prerequisite. Therefore, it is reasonable to count this course as meeting the educational requirement for math.

**Decision Science, School of Business**

**71. Quantitative Analysis (3)**

Prerequisite: students must take the ELM exam; students who do not pass the exam must record a grade of C or better in a college-taught intermediate algebra course. Quantitative formulation and solution of problems in various disciplines, including mathematics of finance, linear programming, probability, and differential calculus. G.E. Foundation B4.

**71L. Quantitative Analysis Lab (1)**

Prerequisite: concurrent enrollment in DS 71. DS 71L is not required for DS 71. Extends instruction in DS 71, providing three hours of additional support per week. One-on-one tutoring. Small group and technology-enhanced instruction relating to DS 71 curriculum. CR/NC grading only. (Does not apply to major.)

Discussion ensued and Tom Hatfield moved and Donna Gurule seconded to approve as equivalent DL70 to College Algebra or Calculus as the REHS math requirement. Unanimous

**Schedule university site review date for CSU Northridge**

The Sub Committee agreed to meet in January 2004 to determine site visit strategy: Shelia Reed, Donna Gurule; Art Aguirre; Tom Hatfield. The actual site visit will occur in February and the team will include Ms. Gurule; Ms Empey and Mr. Aguirre.

**County Training Plans**

Margaret Blood, Program administrator

Request authority to be delegated to the subcommittee for the approval of county training plans. The committee will not meet again until the Annual Educational Symposium in April 2004. The Sub would like to be delegated to approve plans as they are submitted

once we send out the letter to the counties and agencies. **Tom Hatfield moved and Donna Gurule seconded delegated approval to review and approve training plans by the Subcommittee.**

### **Training Coordinator Network Workshops scheduled for December**

Workshops are scheduled for the first two weeks of December in Sacramento, Bakersfield and Alameda to discuss with training coordinators the training needs in the counties for trainees and also ongoing education for journey level REHSs.

### **Training Plan Elements:**

- a. The following training plan elements are grouped together as “either or both”:
- Solid or liquid waste management, or both;
  - Hazardous materials management or underground tank program, or both.
- On the certification of training and experience forms currently employed, these elements are given credit as four separate elements. As the legislative intent states “...environmental health is a dynamic field that is continually evolving into new and complex areas of concern.” The four areas described are distinct enough to merit their own element.

- b. Note of clarification: the statute requires 20% of the total training time in each of the three primary elements and a total of 40% in the remaining elements.

- c. The statute requires a minimum of six training elements as part of the training plan. May a trainee be credited for training hours in more than six elements?

Discussion ensued on the topics described above and determined that the current form reflects the best interest of the profession so the elements should remain separate. On the issue of the total number of training elements it was agreed that 6 elements is a minimum and more is acceptable. **Tom Hatfield moved and Donna Gurule seconded to concur with items a, b, and c.**

### **Job Analysis Questionnaire**

Margaret Blood, Program Administrator

Discussion on the development and usefulness of the Job Analysis and the need for cooperation from Environmental Health Directors in encouraging staff to complete the questionnaire by providing paid time for the questionnaire. Other ideas to promote the questionnaire included: make the electronic version available on the web site; have a drawing for a free registration; discuss the questionnaire at staff meetings; announce it on the CEHA and CCDEH web sites.

### **Continuing Education**

Glenn Takeoka, Executive Director

Due the Governor’s executive order regarding regulations this item was tabled. However, on November 24, 2003 Jack McGurk, Glenn Takeoka and Margaret Blood will

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meet with CIWMB member Steve Jones to discuss the mandatory training requirements for local enforcement agencies (LEAs).

**Items from the floor**

Alicia Enriquez requested that we develop a list server that could be accessed by all REHS for a discussion group or at least a means of disseminating program information.

**Schedule next meeting**

The next meeting will be in conjunction with the 2004 AES in Pasadena either March 30 or April 1.

**Complaint Investigation**

Glenn Takeoka, Executive Officer

Case #2002-3: Status and discussion of a complaint by Richard and Susan Ramos regarding a Registered Environmental Specialist. Further information obtained by the program staff is being researched by the investigators and a further discussion will be held when the supplemental report is complete at the next Committee meeting.

**Tom Hatfield made a motion to adjourn and Donna Gurule seconded the motion carried at 2:15pm**